

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 8 JUNE 2021 VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Professor D Anand (Observer) Mrs J Lamarque (Secretary) Mrs E McMillan (Minute 20.168)	Mr I Wilmot (Minute 20.170) Mr J Woolston (Minute 20.168)
APOLOGIES:		

20.166 ANNOUNCEMENTS

- 20.166.1 **Welcome:** The Chair welcomed all members to the meeting, particularly Professor Dibyesh Anand who was observing as part of his governor induction, and briefed members on the agenda.
- 20.166.2 **Apologies:** There were no apologies received.
- 20.166.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or matters not on the agenda.
- 20.166.4 **Chair's business**
- 20.166.5 The Chair updated members on his recent meeting with the Higher Education Policy Institute and London Higher.
- 20.167 COVID BEING SAFE, FEELING SAFE TEAM UPDATE**
- 20.167.1 The Deputy Vice-Chancellor (DVC) for Education and the University Secretary and Chief Operating Officer (USCOO) updated members on the recent COVID Being Safe, Feeling Safe Team meeting and reported on several matters including:
- Students who may be come from red or amber list country mitigations
 - Revised terms of reference for the Group; to reflect evolving needs
 - Preparing students and colleagues to return to campus. Director of HR and Organisational Development and Wellbeing to lead on re-shaped working groups.
 - Amount of borrowed equipment
 - Numbers of students remaining on site over the summer
 - Timetable schedule and split of activities onsite and online from September. Heads of Colleges were asked to ensure that their Heads of School follow this requirement.
 - Summer event for colleagues
 - Extending final date for arrival on campus, and requirement for visas.
- 20.167.2 The USCOO reported that the overarching University risk assessment for Covid has been reduced from 4 to 3 based on the vaccination roll-out programme and may need to be re-visited pending the government decision on 14 June 2021.

20.168 CONSIDERATION OF THE DRAFT MID-TERM REVIEW REPORT

- 20.168.1 The Chair, Joe Woolston (Director of Strategy, Planning and Performance - SPP) and Elaine McMillan (Clerk to the Court of Governors and Head of University Governance), presented the draft mid-term review report (Document UEB 210608A).
- 20.168.2 Members discussed the report in detail including next steps and edits needed, which included improved balance between reflection on progress to date; statement of intent to 2023; and the vision for 2023 to 2028.
- 20.168.2.1 **ACTION Director of SPP and Chair** to incorporate benchmarking data into the Reputation sector of the report.
- 20.168.2.2 **ACTION Clerk to the Court** to send UEB members the sections for editing to be returned by 17 June 2021.
- 20.168.2.3 **ACTION UEB members** to submit edited sections to the Clerk to the Court of Governors by 17 June 2021.
- 20.168.3 Members noted that the executive summary and conclusions will be added after the Court and UEB workshop on 29 June 2021 for submission to the Court of Governors on 14 July 2021 and that the refreshed Strategy will be launched in March 2022.

20.169 DRAFT EQUALITY, DIVERSITY AND INCLUSION (EDI) STRATEGY

- 20.169.1 Professor Dibyesh Anand and Professor Alex Hughes - Co-Chairs of the EDI Committee - presented the draft EDI Strategy (Document UEB 210608B).
- 20.169.2 The Co-Chair reported that an extensive consultation exercise produced some changes to the draft Strategy which included more on research and knowledge exchange and people and culture.
- 20.169.3 Members heard that the intersection with other key University strategies has been maintained.
- 20.169.4 Members heard that there will be an annual action plan, with named action owners to ensure that they are delivered, along with action checklists for Schools, Colleges and Professional Services.
- 20.169.5 **AGREED** Members recommend the draft EDI Strategy to Resources Committee.

20.170 FINAL UNIVERSITY BUDGET 2021/22

- 20.170.1 The Director of Finance presented the final University budget 2021/22 (Document UEB 210608C).
- 20.170.2 The Director of Finance reported on the following:
- The budget includes a £2.7m surplus before contingency and suggests a contingency of £5m.
 - Student numbers are prudent and predicted to be achieved.
 - The budget is based on an assumption that commercial income will resume from 1 August 2021.
 - Other operating expenses include cost of recruitment agencies, bursaries and scholarships to recruit EU students.
- 20.170.3 A member asked about the spend on the 29 Marylebone Road development and the Director of Finance confirmed that this has not yet been agreed and therefore was not included.
- 20.170.4 The Chair asked for clarity on the capital expenditure plan and it was agreed that this would be discussed in more detail at the University Planning Committee meeting on 15 June 2021.

- 20.170.5 The Director of Finance confirmed that more detail for the capital expenditure budget would come from the Estates Advisory Group meeting that afternoon.
- 20.170.6 **AGREED** Members recommend the final University budget 2021/22 to Resources Committee.

20.171 SMART WORKING

- 20.171.1 The USCOO presented a suite of documents relating to Smart Working (Document UEB 210608D).
- 20.171.2 Members heard that the Operational Management Group (OMG) were commissioned to develop smart working principles that could be applied to the work of the University. Members noted that the guidance is designed to help colleagues understand how to apply Smart Working taking account of the needs of students, the business and our stakeholders and also outlines the University's expectations of Smart Working and our commitments to making it possible.
- 20.171.3 The USCOO reported that Heads of School (HOS) were consulted in the development of the toolkit and guidance, who considered that academic work patterns already provide most of the flexibilities proposed and it was not necessary for this approach to apply to academic colleagues.
- 20.171.4 Members had concerns about the response from HOS, as some points are relevant, and it provides consistency. Other comments included:
- Consultation with the Unions
 - Alignment of terminology with that in the Professional Development Review process
 - The need for appropriate technology in meeting rooms
 - A trial period of smart working reviewed after the first year and adjusted based on lessons learned
 - Guidance needs to be shorter and more user friendly
- 20.171.5 The USCOO will report members' comments to the OMG working group and an updated proposal will be submitted to UEB on 22 June 2021.

20.172 REDUNDANCY POLICY AND PROCEDURE

- 20.172.1 **AGREED** Members recommend the Redundancy Policy and Procedure to Resources Committee (Document UEB 210608E).

20.173 ABSENCE POLICY AND PROCEDURE

- 20.173.1 **AGREED** Members recommend the refreshed Absence Policy and Procedure to Resources Committee (Document UEB 210608F).

20.174 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

- 20.174.1 The minutes of the UEB meeting held on 25 May 2021 (Document UEB 210608H) were agreed as an accurate record.
- 20.174.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210608I) and noted those that were now complete.

20.175 DATES OF FUTURE MEETINGS

22 June 2021	13 July 2021 - all day (Away day)	10 August 2021
12 July 2021 - evening (Away day)	27 July 2021	

20.176 ANY OTHER BUSINESS

- 20.176.1 There were no other items of business reported.